

## EXHIBIT 11-A

### PROJECT COMPLETION REPORT INSTRUCTIONS

#### STEP 1 -- COMPLETE FINAL PROJECT PERFORMANCE REPORT (EXHIBIT 11-B)

TSEP recipients must complete the Final Project Performance Report (Exhibit 11-B), to describe the accomplishments of the proposed project as described in the TSEP application, and the actual accomplishments at the end of the project. Attach sheets of paper, if necessary.

Describe the accomplishments in quantifiable terms if applicable (e.g. 3,100 feet of water pipe installed (150 people in 45 households served). Also describe the accomplishments, which are not easily quantifiable (e.g. achieved compliance with State water quality standards or eliminated serious threats to public health.)

Provide an explanation for any differences between the original proposed accomplishments and the final accomplishments.

#### STEP 2 -- COMPLETE CERTIFICATION OF COMPLETION AND STATUS OF FUNDS REPORT (EXHIBIT 11-C)

***NOTE: Both a Conditional Closeout and a Final Closeout require the completion of this step. The only differentiation will be that Conditional Closeouts require completing the requirements stated under "A" and Final Closeouts require completing the requirements stated under "B".***

**A. For a Conditional Closeout, fill out:**

- Part A, Statement of Costs: TSEP Funds (page 11-C.1),
- Part B, Statement of Costs: Non-TSEP Funds (page 11-C.2),
- Part C, Unpaid Costs and Unsettled Third Party Claims (page 11-C.3), and
- Part D, Grantee Certification (page 11-C.3).

**B. For a Final Closeout, fill out:**

- Part A, Statement of Cost: TSEP Funds (page 11-C.1),
- Part B, Statement of Costs: Non-TSEP Funds (page 11-C.2), and
- Part E, Certification of Grantee (page 11-C.4).

In PART B, STATEMENT OF COSTS: NON-TSEP FUNDS, the TSEP recipient summarizes the actual expenditures of non-TSEP funds for the project. A copy of Part B must be included for each non-TSEP funding source involved in the project. The TSEP

recipient must provide an accompanying narrative explanation for any differences between the originally budgeted and actual expenditures of the TSEP and non-TSEP funds expended for the project.

All certifications must be signed by the TSEP recipient's Chief Elected Official or Executive Officer.

### **STEP 3 -- PROVIDE THE FOLLOWING INFORMATION:**

- A. A copy of the project engineer's Certificate of Substantial Completion with the attached punch list, or final inspection report, or letter giving final acceptance of the completed project, as applicable.
- B. Depending on the type and scope of project, a copy of the long-term operations and maintenance plan. *Discuss with the MDOC liaison what is required.*
- C. If applicable, describe any liens from contractors or suppliers, open-ended action items pertaining to enforcement of state prevailing wage or other labor requirements, or other third party claims against the project which will require restitution, escrow of funds or liquidated damages.
- D. A summary of any citizen comments or complaints regarding the TSEP project received by the local governing body or the local TSEP project manager must be attached to the Project Completion Report. The summary must include the recipient's assessment of the citizen comments and a description of any action taken in response to the comment or complaint.
- E. Please provide a narrative discussion of any comments or suggestions you may have that, based on your TSEP project administration experiences, may improve the TSEP program or project administration for other similar TSEP projects. Your local perspective on TSEP's policies and procedures would be very helpful for improving the program for your community or other future recipients.